

Direct Care Staff/ Professional Parent:

Date of Hire:

Quarterly written inspection of each professional parent licensed home:

Auto Insur. expiration for child placing home (100 per person and 300 for acc./occur.):

Annual Professional Parent Certificate:

BCI Expiration:

Before Providing Direct Care / 2 hours of training

1. Orientation of Contract & Use of Client

Identifying Info. & Electronic Media:

2. DHS Provider Code of Conduct:

3. Emergency Management & Business

Continuity, including Emergency Response
and Evacuation Procedures:

4. Abuse and Harassment training:

a. Zero-tolerance policy for abuse harass.;

b. How to comply w/ Contractor's P&P;

c. A Client's right to be free from abuse and harass;

d. The right to be free from retaliation;

e. How to detect and respond to signs of abuse;

f. How to avoid inappro. relationships w/ clients;

g. Comply w/ laws related to mandatory reporting;

h. Laws regarding unlawful sexual activity w/ a minor;

Client Specific within the first 30 days- 32 hours

a. Information about the Client's disabilities, behaviors:

b. Recogn. of illness or symptoms of health deterioration:

c. Dietary issues specific to Client:

d. Critical health care specific to Client:

e. Swallowing eating difficulties specific to Client:

f. Age-appro. community inclusion specific to the Client:

g. Preferences as well as non-negotiable routines:

h. Sign. Functional limitations and disabling conditions:

i. Person-centered assessment and plan development:

j. How to develop. and support the Client's rec. and leisure:

k. Identification of medications and their side effects:

l. IF Sexual Abuse Victims or Sex Offenders

i. Behavior Characteristics of abuse victims

and Clients with Sexual Behaviors;

ii. Family Dynamics; and

iii. Supervision Needs with sexual behaviors:

m. IF Substance Dependent or Abusing

Substance Dependency & Abuse Issues:

n. IF Specific Mental Health Diagnoses

How to Understand Client's Mental Health

diagnoses & Appropriate Interaction:

General Training – Within 30 days of employment (32 hours combined w/ above Client Specific)

a. Legal rights of Clients w/ disabilities:

b. Orientation to Clients w/ intellectual disabilities or related conditions (ID/RC) or Acquired Brain Injury (ABI):

c. Health care including medical, dental, and mental health appoint., med mgmt., procedures and doc.:

d. Prevention of communicable diseases:

e. Pos. behavior supports:

f. The use of non-aversive techniques as first response in behavioral crisis prevention and intervention:

g. Detection of abuse, neglect and exploitation w/ info. on mandatory reporting requirements:

h. How child abuse, neglect and unstable family dynamics effect normal child development:

i. Medication Competency:

j. DHS/DJJS Incident Report Reference Guide:

k. SOAR, MANDT, Professional Assault Response Training, or other DHS/DSPD approved intervention:

**General Training – Within 90 days of employment and before working unsupervised with a Client
CPR and First-Aid**

General Training – Within six months of employment

a. Basic child/adole. develop and normal behavior:

b. Trauma informed care, separation, grief, loss

i. how trauma may impact both behavioral & mental health;

ii. how separation from family or permanent caregivers affects the Client;

iii. how to assist the Client in handling feelings of sadness, loss

- c. Gender specific services, programming, and issues for adolescents
- d. Benefits of including the Client's family in the provision of care services and continuing visitation
- e. Negative impact of multiple placements
- f. Importance of effective transition plan(s) between placements or when terminating treatment
- g. Cultural sensitivity
- h. Key elements of the American with Disabilities Act
- i. Prevention of fraud, waste, and public funds (Federal False Claims, Utah False Claims Act, etc.)

Non-Clinical direct care staff/professional parents within the First 12 months- 12 hours of employment

- | | |
|--|----|
| 1. Practice Model Provider Training provided by DCFS | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Non-Clinical direct care staff/professional parents annual Training- 20 hours of training

- | | |
|--|---|
| 1. Behavior Mgmt. per Ut. Admin. Code: | 4. Emergency Management & Business Cont.,
including Emergency Response & Evac. Resp. |
| 2. Review Use of Confidential Info: | 5. CPR and First-Aid Certification |
| 3. DHS Provider Code of Conduct: | 6. Medication Management Procedures: |

Existing Staff & Professional Parents

Staff and professional parents hired prior to this Contract shall complete, or have completed, the above trainings, no later than 60 days after the effective date of this Contract.

Assessments for all training

Develop and implement a method to assess and measure the non-clinical direct care staff and professional parent's understanding of the information and materials presented in each training session.

Training shall be documented

1. Title & Brief Description of Course Content
2. Date Training Completed
3. Duration of Training Course
4. Instructor Name & Qualifications Related to Course
5. Employee Signature (Handwritten or Electronic)
6. Documentation of each staff & Prof. Parent competency training
Such as test or written summary of training content

Tracker Requirements & Documentation

21 yrs of age, 3 reference, DL, Auto Insurance
 Dates of service & activities
 Duration of service and activities
 Description of specific services and activities
 Name of individual who provided service
 Contractor provide copy to CM w/in 3 days of mo.

Last update 10/30/14

Note:
Service Codes
DHX- care and supervision (daily 0 – 5age \$21.15, 6 – 11age \$22.15, 12+ age \$23.15)
DIS- variable not to exceed \$281.40
GHX- variable not to exceed \$100.70 hourly, variable not to exceed \$320.00 daily
 Professional Parent for One Client
 IRTS- Individual Residential Tx Services. Is intended to provide maximum flexibility in developing the scope and intensity of services based on a Clients need Ratio- 1:3

Revised 11/01/2014